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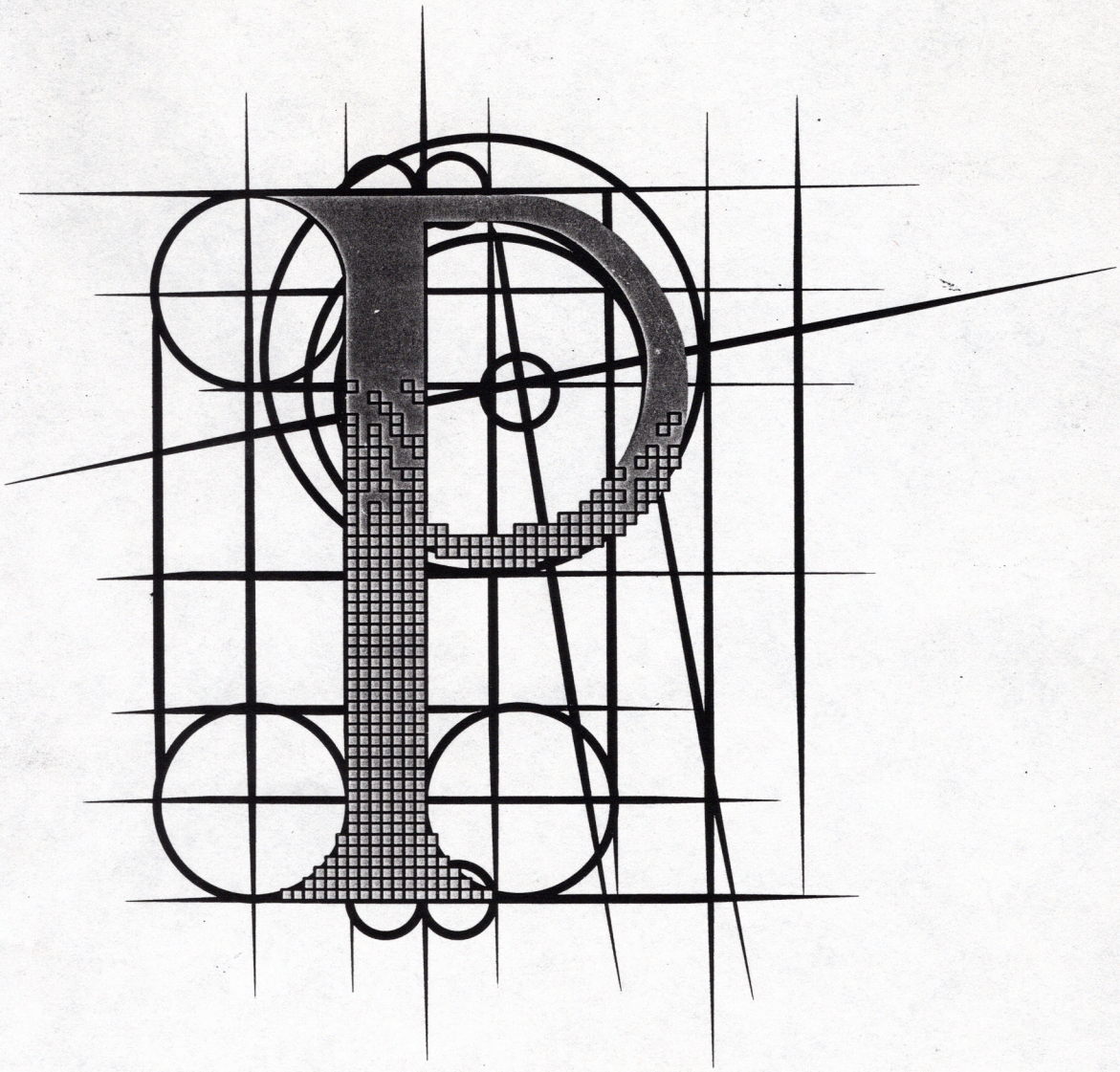
PageStream®



QuickStart Manual

For Atari Personal Computers

SOFT-LOGIK PUBLISHING

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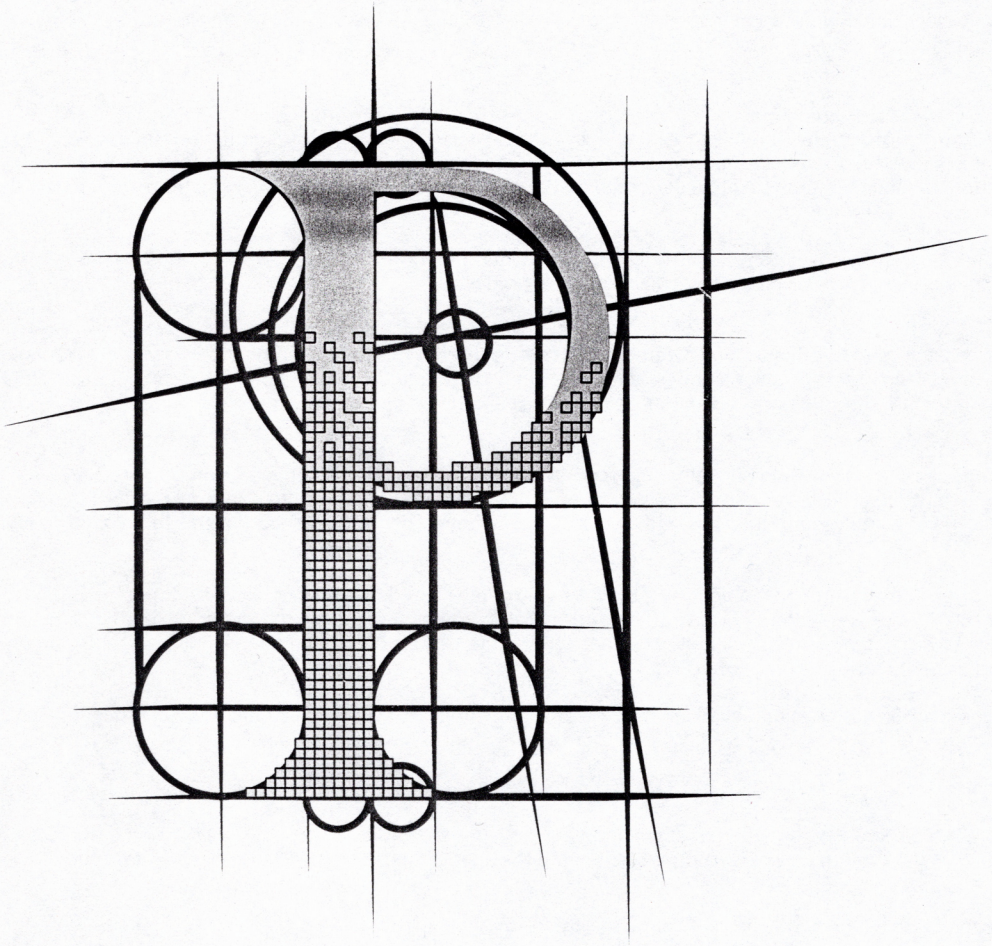

PageStream®

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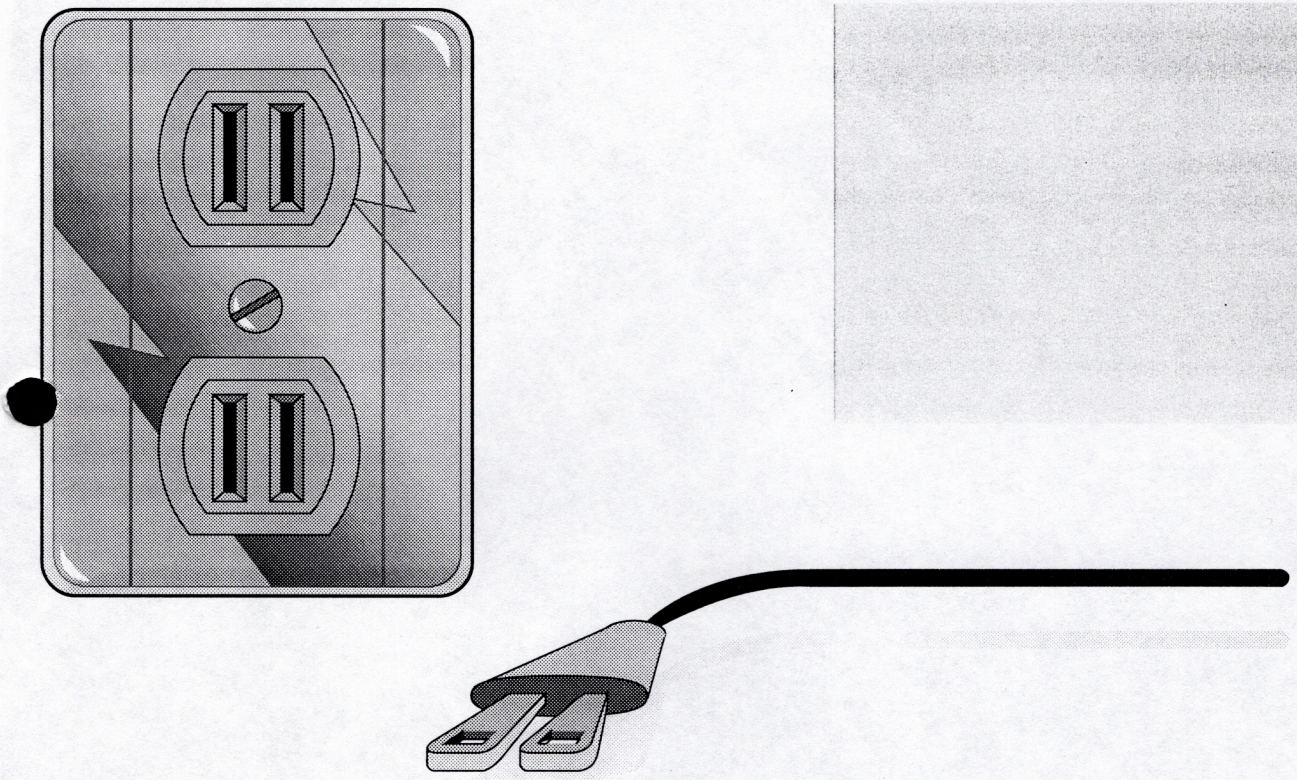


Installation

PageStream Installation

PageStream Contents

Contained in this package are:

- PageStream User Manual
- PageStream QuickStart Guide
- PageStream Menus Reference Card
- Warranty Card (For new owners only)
- PageStream, CGFonts1, CGFonts2 and PGSFonts disks

If any of these parts is missing call Soft-Logik Publishing sales at 1-800-829-8608 immediately.

This QuickStart Guide is an introduction to PageStream and is designed to help you install PageStream and learn its basic features. You should follow the instructions in the following section to install PageStream and then work your way through the tutorials in this guide.

The User Manual is a complete reference to the PageStream features introduced in this guide. It is organized into sections for text, graphics, layout and printing. Refer to it whenever you need more information on a particular feature while working through the tutorials.

Required Equipment

To use this version of PageStream the following equipment is required:

- Atari ST/STe/Stacy/TT computer with mouse
- 1MB of memory
- computer monitor
- 1 floppy drive

The following optional software and hardware can enhance PageStream's performance:

- accelerator boards: speed screen rendering and document printing.
- additional memory: create larger documents and speed program operation.
- additional floppy drive: reduce disk swapping.
- hard drive: speed disk access and eliminate disk swapping.
- large screen monitor: increase work area.
- dot matrix, inkjet, Hewlett-Packard or Epson compatible laser printer, or PostScript compatible laser printer or imagesetter: print documents directly from PageStream.

Installation

Before you can use PageStream you must install it to match your disk setup. If you plan to run PageStream from floppy disks, follow the instructions for *Floppy Disk Installation.* If you want to run PageStream from a hard drive follow the instructions for *Hard Disk Installation.* After installing PageStream read the section on *Customizing PageStream* to your hardware setup.

If you have previously installed an earlier version of PageStream read the instructions in *Updating from a Previous Version.*

❖ Before you install PageStream check the PageStream disk for a READ.ME file. If a READ.ME file exists, double click on its icon on the desktop to read it. Instructions which could not be put in the manual before presstime and installation hints are included in the READ.ME file.

Floppy Disk Installation

1. Make working copies of the disks in this package in case of accidental damage with the desktop. If you are unsure how to do this refer to your Atari owner's manual. The PageStream disks are not copy protected.

   After making working copies, put the original disks in a safe place to avoid damage to them.

2. Turn on your Atari computer. When the desktop appears, put the working copy of the PAGESTREAM disk in drive A. If you have a second drive put the PGSFONTS disk in drive B.

3. Double click on the disk A icon to open its directory. Double click on the PGS2.PRG program icon to load PageStream. You will be prompted to switch disks as required.

❖ Many of the files on the disks may be unnecessary for your disk setup. See the section *Customizing PageStream* for information on changing the default setup to match your equipment.

❖ GEM cannot properly handle more than two disks. This will limit the number of fonts unless you swap disks without being prompted.

Hard Disk Installation

1. Make working copies of the disks in this package in case of accidental damage with the desktop. If you are unsure how to do this refer to your Atari owner's manual. The PageStream disks are not copy protected.

   After making working copies, put the original disks in a safe place to avoid damage to them.

2. Turn on your Atari computer. When the desktop appears, put the working copy of the PAGESTREAM disk in drive A.

3. Double click on the disk A icon to open its directory. Double click on the hard drive icon in which you want to install PageStream. Create a new folder called PGSTREAM to hold the PageStream files.

4. Copy the contents of the PAGESTREAM disk to the PGSTREAM folder. The PGS2.INF file should not be copied. Repeat for the PGSFONTS disk.

5. Double click on the PGSTREAM folder to open its directory. Insert the CGFONTS1 disk in a drive. Copy the contents of the CGFONTS1 disk to the FONTS folder, which should already exist in the PGSTREAM folder. Repeat for the CGFONTS2 disk.

❖ Many of the files on the disks may be unnecessary for your disk setup. See the section *Customizing PageStream* for information on changing the default setup to match your equipment.

Customizing PageStream

PageStream is a modular program. Many of the program parts are contained in separate modules so that you need only use the modules which are applicable to your system. Modules are used for printer drivers, import and export formats, fonts, spelling and hyphenation.

Printers

Each type of printer requires a *printer driver* so that PageStream knows how to use it. You only need to use the modules for the printers you have connected to your system or for those to which you send files. The modules for other types of printers can be deleted from your working disks to save space.

❖ Refer to the PRINTERS.TXT file in the TEXT folder (on the PAGESTREAM disk) to find out which printer driver you require. To display it, double click on the PRINTERS .TXT icon. If your printer is not listed check with your printers owner's manual to find out what type of printer yours emulates.

Printer drivers are stored in the PRINTERS folder in the PGSTREAM folder on your hard drive, or in the PRINTERS folder on the PAGESTREAM disk if you use floppy disks. Open the directory by double clicking on the PRINTERS folder icon. Select the printer drivers you do not need and delete them to save disk space and to shorten program loading time.

Import / Export Modules

Images created by graphics software and scanners use many different disk formats. As well, word processors and text editors store text in different file types. PageStream uses *import modules* to interpret the different formats when you load graphics or text into PageStream. When graphics or text is exported from PageStream for use in other software, PageStream uses *export modules* to store the graphics or text in formats which are readable by other programs.

Import and export modules are stored in the DRIVERS folder stored in the PGSTREAM folder on your hard drive, or in the DRIVERS folder on the PAGESTREAM disk if you use floppy disks. Open the directory by double clicking on the DRIVERS folder icon. Select the modules you do not need and delete them to save disk space and to shorten program loading time.

Spelling and Hyphenation

PageStream can spell check and hyphenate bodies of text if the spelling and hyphenation drivers are loaded. Separate dictionaries for spelling and hyphenation are used, as well as a module which is customized for local usage. In North America, this is called the AMERICAN.HSD module.

The spelling dictionary takes up about 190K of disk space. It can be used efficiently on a hard drive but can be slow when used on a floppy disk. If you decide not to use the spelling dictionary, delete the SPELL.DIC file in the SPELL folder stored in the PGSTREAM folder on your hard drive, or in the SPELL folder on the PGSFONTS disk if you use floppy disks.

The hyphenation dictionary takes up very little space but if you do not use it delete the USHYPHEN.DIC file. It is stored in the SPELL folder stored in the PGSTREAM folder on your hard drive, or in the SPELL folder on the PGSFONTS disk if you use floppy disks.

If you delete both the spelling and hyphenation dictionaries, the AMERICAN .HSD module in the SPELL folder can also be deleted. This module is required to use the spelling or hyphenation dictionaries. If the dictionaries and AMERICAN.HSD module are not present when PageStream is run they may be loaded later by choosing the LOAD button in the Set Hyphenation Rules dialog box. Dictionaries for French, German and UK English are available from Soft-Logik and may be loaded in the same manner.

Release Fonts

The font directory setup if you install PageStream with the instructions in this section are:

Hard Drive • where X is the drive on which PageStream is installed.

X:\PGSTREAM\FONTS\CSTIMES	CSTimes and SLTimes screen and PostScript header files.
X:\PGSTREAM\FONTS\CSTRIUM	CSTriumvirate and SL Times screen and PostScript header files.
X:\PGSTREAM\FONTS\GARAMOND	Garamond and Garamond PostScript header files.
X:\PGSTREAM\FONTS\PGSFONTS	8 Soft-Logik format fonts
X:\PGSTREAM\FONTS	FONTLIST.V2, PLUGIN.TYP, FONTSS.V2 FONTEQIV.V2 (files required to use any fonts.)

Floppy Disks • name of disk shown.

PGSFONTS:FONTS	FONTLIST.V2, FONTSS.V2,
FONTEQUIV.V2	(files required to use any fonts.)
CGFONTS1:CSTIMES	CSTimes and SLTimes screen and PostScript header files.
CGFONTS1:CSTRIUM	CSTriumvirate and SL Times screen and PostScript header files.
PGSFONTS:PGSFONTS	8 Soft-Logik format fonts

CGFONTS2:GARAMOND	Garamond and Garamond PostScript header files.
PGSFONTS:FONTS	PLUGIN.TYP (file is required to use CSTimes, CSTriumvirate and Garamond.)

The fonts included with PageStream will work with any type of printer. If you never use PostScript printers all files with PS and PSF file extensions may be deleted.

If you do not plan to use any Compugraphic fonts, the PLUGIN.TYP file can be deleted. (Typebuckets are files which contain characters common to many Compugraphic format fonts.)

❖ Do not delete the FONTSS.V2 or FONTEQUIV.V2! These files are required for using any fonts. The FONTSS.V2 file is used to access characters in the Compugraphic fonts. FONTEQUIV.V2 is required to use PostScript and Compugraphic fonts. The FONTLIST.V2 file contains the list of fonts added to PageStream with the font manager. It is not necessary because it can be recreated with the font manager but if you delete it you will have to reinstall each font folder.

Adding More Fonts

Additional fonts from commercial, shareware and public domain sources may be used with PageStream. Store these on other floppy disks or in a folder within the FONTS directory on your hard drive. Use the font manager to add the font folders to PageStream. Open the font manger by selecting Set/Save Paths from the Global menu and choosing the Manager button. The Font Manager dialog box will open. Choose the Add button and then select a font folder from the Font dialog box which opens to add fonts to the font list.

See pages 8.5 –8.6 of the User Manual if you do not know how to use the font manager and you want to install extra fonts at this point.

Fonts do not have to be stored in the FONTS folder. The font manager can be used to add fonts in any folder on a hard drive or on any floppy disk. This is useful for sharing fonts with programs which require that their fonts be stored in specific directories.

MIscellaneous Files

There are additional files on the release disks which you may not require:

Hard Drive

X:\PGSTREAM\READ.ME	manual addendum
X:\PGSTREAM\TEXT\PRINTERS.TXT	list of printer drivers
X:\PGSTREAM\TEXT\TUTORIAL.TXT	tutorial text file
X:\PGSTREAM\DOCUMENT\TEMPLATE/FONTSPEC.TEM	template for printing font samples
X:\PGSTREAM\DOCUMENT\TEMPLATE/TUTORIAL.TEM	tutorial template file
X:\PGSTREAM\GRAPHICS\TUTORIAL.GEM	tutorial GEM drawing file
X:\PGSTREAM\GRAPHICS\TUTORIAL.IMG	tutorial IMG bitmap file

Floppy Disks

PAGESTREAM:README	manual addendum
PAGESTREAM:TEXT\PRINTERS.TXT	list of printer drivers
PAGESTREAM:TEXT\TUTORIAL.TXT	tutorial text file
PAGESTREAM:DOCUMENT\TEMPLATE\FONTSPEC.TEM	template for printing samples of additional fonts
PAGESTREAM:DOCUMENT\TEMPLATE\TUTORIAL.TEM	tutorial template file
PAGESTREAM:GRAPHICS\TUTORIAL.GEM	tutorial GEM file
PAGESTREAM:GRAPHICS\TUTORIAL.IMG	tutorial IMG file

Updating From a Previous Version

If you have previously installed an older version of PageStream, you may or may not need to re-install PageStream.

PageStream 1 to PageStream 2

It is recommended that you re-install PageStream with the installation procedures in this section. There are many changes in the program setup which necessitate a different directory structure. After installing PageStream2, add your other font folders or disks with the font manager. (See page 8.4 –8.5 of the User Guide.)

If your documents are stored on floppies there is no need to change them. If your documents are stored in another folder on your hard drive they can be left there and the path for documents in the Set/Save Paths dialog box changed to match, or they can be transferred to the DOCUMENT folder in the PGSTREAM directory. PageStream 2 uses a different document format than previous versions of PageStream. PageStream 1 documents may be opened in PageStream 2 and saved transparently, but PageStream 1 documents may not be appended directly in PageStream 2. PageStream 2 documents may not be used in PageStream 1.

- Do not use printer drivers, import/export modules or the AMERICAN.HSD module from previous versions of PageStream with PageStream2. These files are now in a different format and will not work with PageStream2.

- Do not copy the PS and PSF files for fonts which are to be downloaded to PostScript printers. These are not required with PageStream2. The downloaded data is automatically created if an outline file (DMF) and a font metric file (FM) are available.

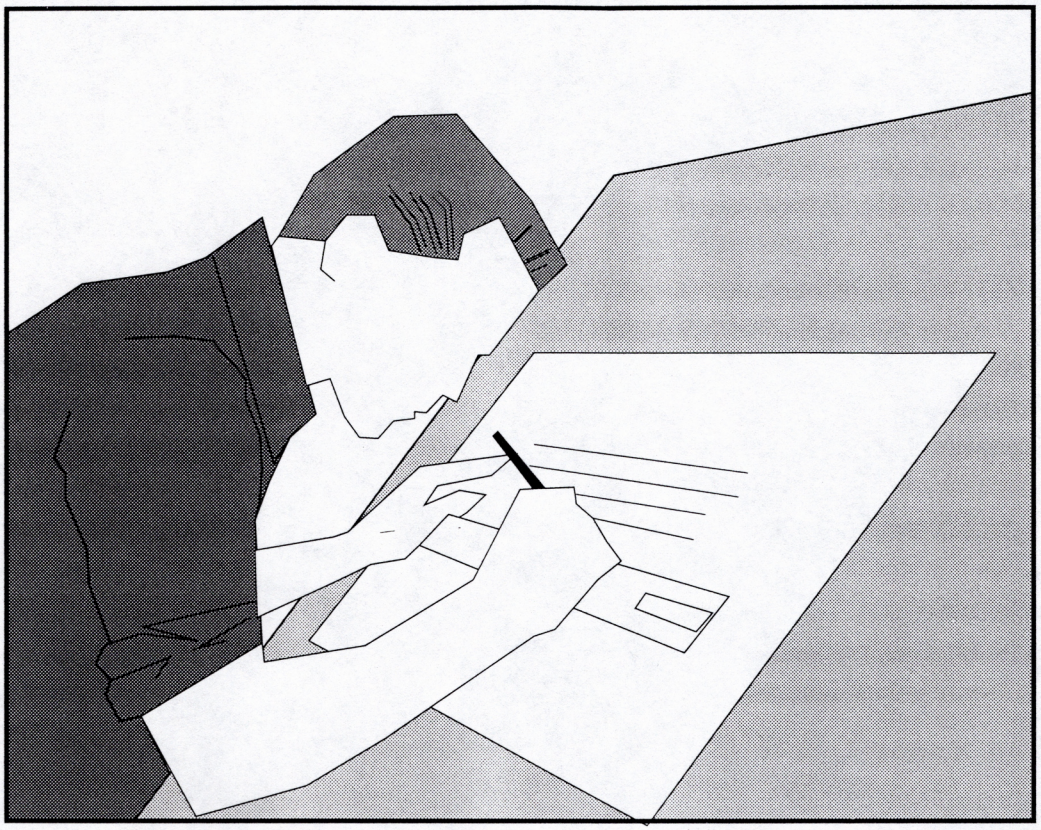
Starting PageStream

PageStream is run simply by double clicking on the PGS2.PRG icon in the directory window. PageStream can also be run from replacement desktops or command line interfaces.

The minimum resolution to use PageStream is ST medium resolution. PageStream will run in all higher resolutions, including ST high, Moniterm and the TT modes. PageStream cannot be used in ST low resolution. 640 x 400 pixel resolution is recommended as a minimum for accurate screen display, although medium resolution's 640 x 200 can be used.

From a Document Icon

PageStream can also be run from a document icon if PageStream is installed as an application with the version of TOS in the TT and MegaSTe, as well as with NeoDesk on any Atari ST. See your operating system manual for more information.



Basic Concepts

Basic Concepts

1. Pages

Page Elements

Document pages are composed of page elements. The arrangement of the elements on the page is referred to as the *layout* or *grid*. Page elements may be moved freely about the page to change the layout at any time.

Page elements may be text or graphics. Text can be entered in two types of text elements. Text columns are defined areas which hold formatted text. Text objects are freeform areas without defined right margins used for titles, captions and other bodies of text which do not require justification or centering. Text can be entered into text elements directly in PageStream by typing it in or by importing it from a file created by a word processor or text editor.

There are three types of graphic elements. Object drawings are made of lines, boxes, arcs and fill patterns. They can be created with PageStream's drawing tools or imported from a structured drawing program. Bitmap pictures are matrices of dots which must be imported from a file created by a paint program or scanner. Encapsulated PostScript (EPS) graphics usually contain object drawing stored in PostScript format. They often have low resolution bitmap representations which can be displayed on the screen and used for printing to non-PostScript printers.

The Document Creation Process

Pages are created in PageStream with a variety of menu commands. It is not necessary to create frames or a layout grid before entering text and graphic elements however guides and a background grid can be used to make page layout easier. After graphics and text are entered and the page is finished, the document is normally saved to disk. The document can then be printed on a dot matrix, inkjet, or laser printer. Final copies can also be printed directly to an imagesetter or printed to disk for later printing on a service bureau's imagsetter.

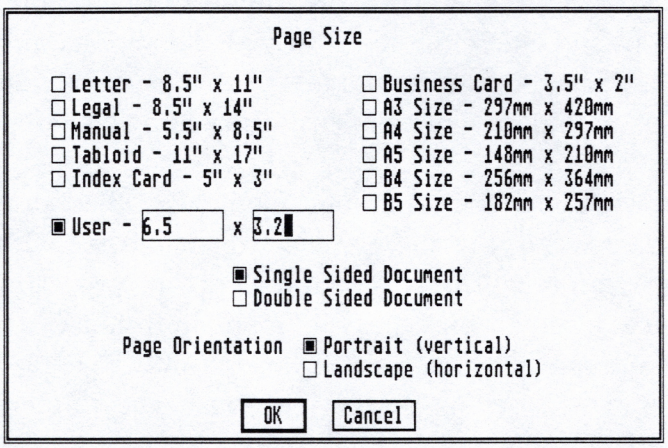
If the document requires further work, it can be edited immediately or loaded off disk at a later time. It can be printed to disk for transfer to a printer at a later time or sent through a modem to another computer.

2. Opening a Document

Run PageStream from your floppy or hard drive. Refer to page 10 of this manual for information on running PageStream from the desktop. It does not matter which video mode you use to follow the tutorials.

Starting a New Document

When the toolbox appears you are ready to open a document window. Start a new document with the New Document command from the File menu. The New command will open a dialog box to set the size and format of a document. Select a single sided 8.5 x 11 inch page size (the default) by clicking on the OK button with the left mouse button.

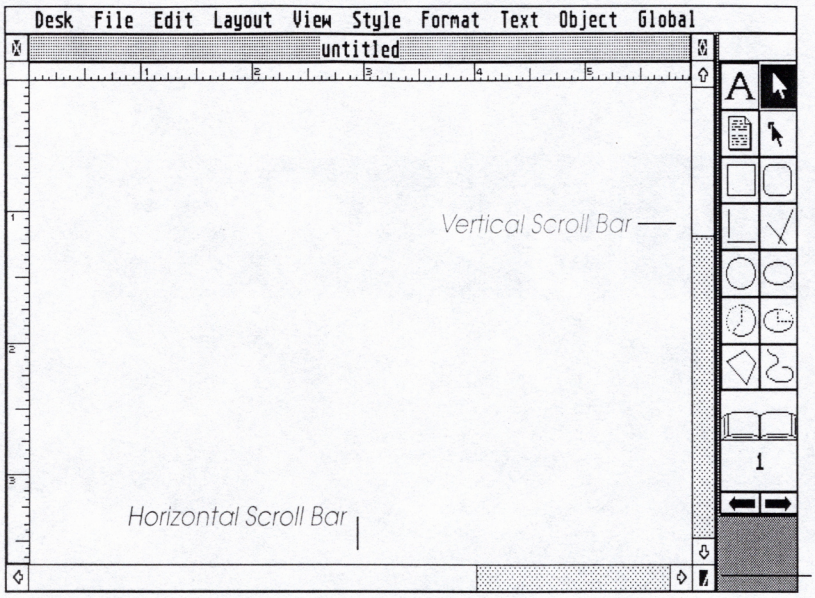

Page Size
☐ Letter - 8.5" x 11"
☐ Legal - 8.5" x 14"
☐ Manual - 5.5" x 8.5"
☐ Tabloid - 11" x 17"
☐ Index Card - 5" x 3"
☐ Business Card - 3.5" x 2"
☐ A3 Size - 297mm x 420mm
☐ A4 Size - 210mm x 297mm
☐ A5 Size - 148mm x 210mm
☐ B4 Size - 256mm x 364mm
☐ B5 Size - 182mm x 257mm
■ User - 6.5 x 3.2
■ Single Sided Document
☐ Double Sided Document
Page Orientation ■ Portrait (vertical)
☐ Landscape (horizontal)
OK
Cancel

3. The Document Window

Moving Around the Window

A document window will open on the screen. You will only be able to see a portion of the screen at once because the page is larger than the screen size. (Unless you have a large screen monitor.) Press the left mouse button while the pointer is over the scroll bar portion of the scroll box. Hold it down and drag the mouse pointer to a new position. The scroll bar will follow the mouse. Release the button to redraw the screen at the new position.

Take note the relationship between the position of the scroll bars and the window display. The scroll bar portion of the scroll box is the amount of the page visible in the document window.

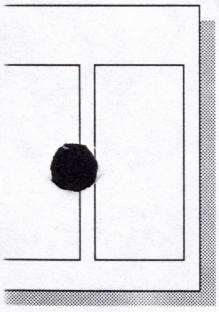


This screenshot demonstrates a new document with Show Rulers toggled on and Show Grid toggled off. You can change these at any time to help you lay out your page.

Changing View Modes

Choose the Show Full Page toggle from the View menu. The window will be redrawn to display the entire page at once. This view magnification is useful for laying out a page or creating objects larger than the screen at actual size. It is not recommended for entering body text into columns because the characters will be unreadable at body text sizes.

4. Page Layout



Before you can enter text or graphics you should consider the layout of your page. For this tutorial we will create the first page of a simple newsletter. It will have a title at the top, two columns of text and a centered picture. The text will be imported from a text editor file and the picture will be imported from a scanned image.

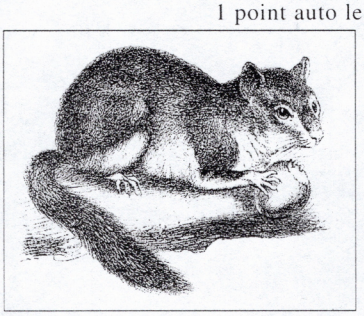
Creating Columns

The easiest way to lay out columns is with the Create Columns command. Select Create Columns from the Layout menu. A dialog box will open to specify the size, number and placement of the columns. Press the Esc key to clear a text field to enter a new value. Alternatively, use the Delete, Backspace and left and right arrow keys to edit the text in a text field.

ANYWHERE TIMES

This is body text. It is set in 12 point CS Times for readability. It is auto justified so that the text is flush with the right margin. This text has 1 point character spacing and 1 point auto leading. This provides white space between the text to make it easier to read. This is body text. It is set in 12 point CS Times for readability. It is auto justified so that the text is flush with the right margin. This text has 1 point character spacing and 1 point auto leading. This provides white space between the text to make it easier to read. and to rest the eyes.

This is body text. It is set in 12 point CS Times for readability. It is auto justified so that the text is flush with the right margin. This text has 1 point character spacing and 1 point auto leading. This provides white space between the text to make it easier to read.



SubHead

This is body text. It is set in 12 point CS Times for readability. It is auto justified so that the text is flush with the right margin. This text has 1 point character spacing and 1 point auto leading. This provides white space between the text to make it easier to read. This is body text. It is set in 12 point CS Times for readability. It is auto justified so that the text is flush with the right margin. This text has 1 point character spacing and 1 point auto leading. This provides white space between the text to make it easier to read. This is body text. It is set in 12 point CS Times for readability. It is auto justified so that the text is flush with the right margin. This text has 1 point character spacing and 1 point auto leading. This provides white space between the text to make it easier to read.

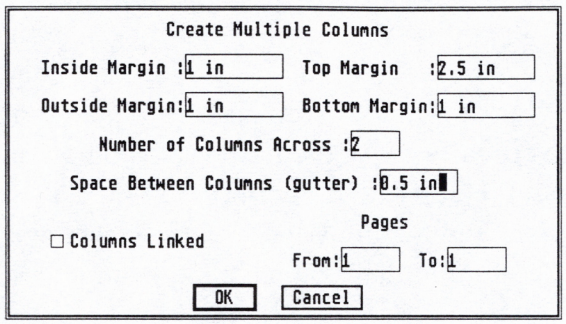
SubHead

This is body text. It is set in 12 point CS Times for readability. It is auto justified so that the text is flush with the right margin. This text has 1 point character spacing and 1 point auto leading. This provides white space between the text to make it easier to read. This is body text. It is set in 12 point CS Times for readability. It is auto justified so that the text is flush with the right margin. This text has 1 point character spacing and 1 point auto leading to improve readability.

This is body text. It is set in 12 point CS Times for readability. It is auto justified so that the text is flush with the right margin. This text has 1 point character spacing and 1 point auto leading. This provides white space between the text to make it easier to read. This is body text. It is set in 12 point CS Times for readability. It is auto justified so that the text is flush with the right margin. This text has 1 point character spacing and 1 point auto leading.

By Mr. John Smith

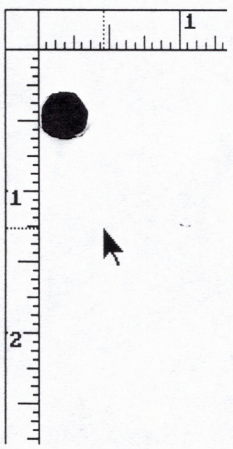
The up and down arrow keys can be used to move between text fields. Pressing Return will automatically select the OK button.



Enter an inside margin of 1 inch (inches is the default measurement units), a top margin of 2.5 inches, an outside margin of 1 inch and a bottom margin of 1 inch. Choose 2 columns across and set the gutter space between them to 0.5 inches. Finally, select the Columns Linked option by clicking on its check box with the mouse pointer and leave the pages at From 1 To 1. Select the OK button to close the dialog box and create the columns.

You should see dotted outlines of the columns on the screen after using the Create Columns command. If there are no columns on the page, choose the Show Column Outlines toggle from the View menu to make them visible. Column outlines will be visible when a checkmark is placed to the left of the command Show Column Outlines command in the menu.

5. Using the Drawing Tools



The columns will be separated by a *rule*. (A rule is a horizontal or vertical line used to aid the layout of a page.) Before you draw the rule ensure that the rulers are visible at the top and left of the document window. If the rulers are not visible, choose the Show Rulers toggle from the View menu. A checkmark will be placed to the left of the command when the rulers are visible.

Move the mouse pointer around the window. Hash marks will move on the rulers so that you know where the mouse is positioned relative to the document page. If a background grid is not visible, choose the Show Grid toggle from the View menu. Ensure that the Snap to Grid toggle from the Layout menu is also active. The grid will be used to simplify drawing. Both of these commands will have checkmarks beside them when they are active.

To draw a rule select the X/Y Lines tool from the toolbox. (Click the left mouse button on the icon representing the tool. It will change colors when it is selected.) The mouse pointer will change to a drawing cursor. The center of the cursor is the point at which lines will be started and ended.

Move the drawing cursor to 4.25 inches, 2.5 inches. (4.25 inches horizontally by 2.5 inches vertically.) Use the hash marks on the rulers to position the mouse. Press and release the left mouse button. This is the start point of the line. The Snap to Grid feature will align the start point to the closest 0.25 inch multiple (assuming that you have not changed the grid default).

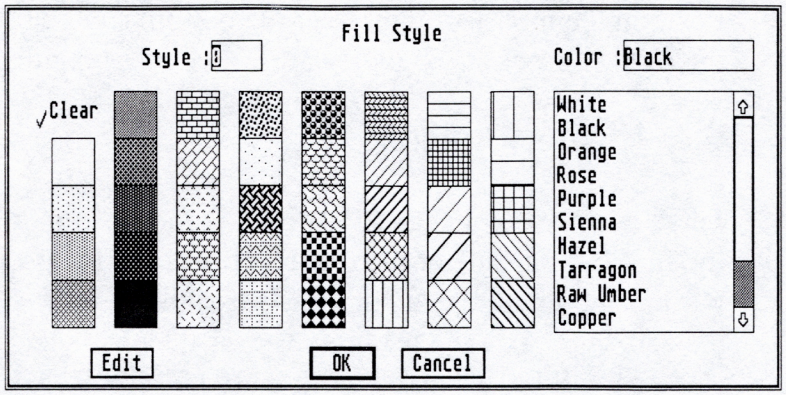
Move the drawing cursor down the window. PageStream will draw a line from the start point to the current mouse position. You do not need try to keep the cursor in line with the horizontal hash mark; the X/Y Line tool will only let you draw horizontal and vertical lines so you can move the mouse without affecting the line. You can change View magnifications or use the scroll bars to move the window view while drawing an element. When the drawing cursor's vertical hash mark is at the 10 inch position press and release the left mouse button. This will mark the end point of the line.

You have now drawn a line centered between the two columns. Most of the other drawing tools function in a similar manner. Now try drawing a box at the top of the page to hold the newsletter title.

Select the Box tool from the toolbox. Position the drawing cursor at the top left hand corner of the box (1 inch, 1 inch) to start the box. Press and release the left mouse button. Move the drawing cursor down to the right. PageStream will draw the box as you move the mouse. Press the mouse button again when the cursor has reached the end point of the box (7.5 inches, 2 inches). PageStream will redraw the box on the screen.

6. Fill Style and Fill Color

The title for this newsletter will be white on a black background. Select the Pointer tool and the box should be selected. Choose the Fill Style command from the Object menu to open the Fill Style dialog box. The dialog box has icons for the different shading and pattern fills available and a selector to choose fill colors. Select Black from the color selector if it is not already selected. Click on the solid fill style icon (style 9) with the mouse pointer. Although the fill styles are all shown as black, they are actually fills of the selected color so you must specify black.



7. Creating a Text Object

Now it is time to create the title. Select the Text tool from the toolbox. The mouse will change to a *mouse cursor*. (Also known as an I-beam cursor because of its shape.) Move the cursor over a blank portion of the page. The top left corner outside of the box is a good spot. Press and release the mouse button to start a text object. A *text cursor* will appear on the page at that spot. The text cursor is independent of the mouse and indicates the current position in a body of text.

mouse cursor

text cursor

Type the following text in capital letters (press Caps Lock): "ANYWHERE TIMES". The text will default to 12 point CS Triumvirate Normal unless you have changed it. This is too small for a title. There are two ways you can resize text in a text object: highlight text with the mouse cursor or pointer and change the size with the Fonts/Points command, or stretch the size of the text object with the mouse pointer.

You may prefer to work in another view magnification. Select Show Actual Size, Show Full Width or Show/Set User Scale to work in a higher magnification. Use the window scroll bars to view portions of the window not visible.

8. Selecting and Resizing Elements

Select the Pointer tool from the toolbox. The mouseform will change back to an arrow. The text object you created will have size handles at its corners and mid-points. These can be used to stretch or condense the text object, and indicate if an element is selected.

Move the mouse pointer over the right middle size handle. Press and hold the left mouse button. Drag the mouse to the right while holding down the button. An outline of the text object will follow the pointer as you move the size handle. You will only be able to resize the element horizontally. Release the mouse button and try the bottom middle size handle. It will only resize elements vertically. The other middle size handles work the same way.

selected text object

Box, circle and polygons which are not filled can only be selected by clicking on their edges.

Position the mouse pointer over the bottom right size handle. Drag it down to the right. Corner size handles allow resizing in both directions.

9. Highlighting Text

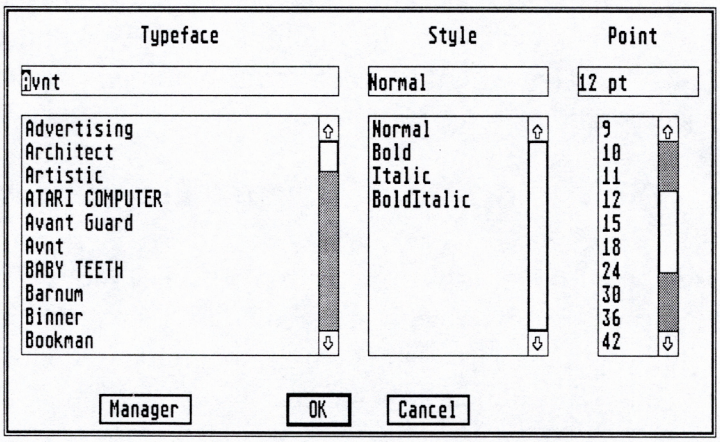
Select the Text tool again. Position the mouse cursor at the immediate left of the first letter inside of the object's left edge. Press and hold the left mouse button and drag the text cursor to the right over the characters in the text object. As you move the text cursor over the characters they will be *highlighted* (the text will be displayed in reversed colors). Release the mouse button when all the text is highlighted. You do not need to release the mouse button exactly over the end of the text, but anywhere to the right of the text object. If you only wanted to highlight a portion of the text you would have to release the mouse button to the immediate right of the last character.

This text is highlighted.
This text is not highlighted.

More than one line of text can be highlighted at once by dragging the mo down to the right. Text may also be highlighted from the right and bottom up. Highlighted text can be changed with menu commands.

10. Changing the Font and Size

Select the Fonts/Points command from the Style menu while the text is highlighted. A dialog box will open to select the typeface, style and point size.



Use the scrollbar for the Typeface selector to display the complete list of available fonts. Click on CS Triumvirate with the mouse pointer. CS Triumvirate will be displayed in the Typeface text field. Normal and Bold, the two style variations for this font, will appear in the Style text field when you click on the typeface name. Select bold by clicking on it with the mouse pointer. Bold will appear in the Style text field to show it has been selected.

Next select the size of the text from the Point selector. Use the scroll bar to display additional preset sizes or enter the text size into the Point text field. The default measurement unit for text is always points, regardless of the measurement system in use. Click on 48 points or enter 48 into the Point text field.

After you have set the typeface, text style and point size, choose the OK button with the mouse pointer. The dialog box will close and the text will be redrawn at the new size.

11. Changing Text Colors

We want the title to be white on a black background. If you select the text object with the Pointer tool and select the Fill Style command to change the color, as you did to the background rectangle, the background of the text object will be changed. The attributes of text can only be changed with the Text tool.

Select the Text tool and highlight the text if it is not still highlighted. Choose the Fill Style command from the Object menu. Select white from the color selector and fill style 9 (solid) from the pattern icons. Click on the OK button to close the dialog box. The text will change to white. To unhighlight the text object, click the mouse cursor anywhere inside the text object. The text cursor will appear in the text object and the object will shown in its new color.

The text is now the same color as the background. Unless you have positioned the text so that it overlaps the black box you will not be able to see it. At this time you should move it so that you can see what you are working with.

12. Moving Elements

Select the Pointer tool. Size handles will appear around the text object because it was the last element used. Position the mouse pointer over the text object and press and hold the left mouse button. The mouse pointer will change to an open hand to show that the element is being moved. Drag the mouse around the window. An outline of the text object will follow the mouse hand as it moves. Release the left mouse button when the text object is positioned over the black rectangle to redraw it at its new position.

Locking Elements

To center the text object directly over the rectangle is easy with the Align command. PageStream can automatically align elements with each other or with a page side. To align an element with another element you must lock the first element before selecting Align to prevent the first element from moving.

Locked elements cannot be moved. An alert box will open stating that the element is locked when you attempt to move a locked element.

❖ Be careful when locking text columns and text objects. Locked text elements cannot be edited until they have been unlocked.

Lock the black box by selecting it with the mouse pointer and then choosing the Lock command from the Object menu. There will be no visible indication that the box is locked.

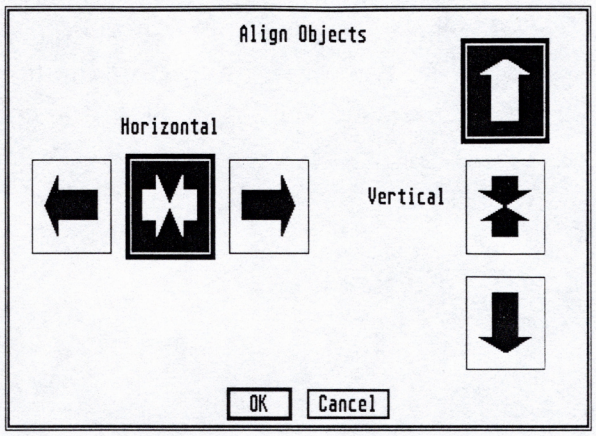
Selecting Multiple Elements

To align the title with the box you must select both elements at once. There are two ways to do this. Select one of the elements by clicking on it with the mouse pointer. Size handles will appear around it. If you immediately click on the second element the first will automatically deselect. Instead, hold down a Shift key while clicking on the second element. Both elements will be selected.

Alternatively, press the left mouse button while the mouse pointer is outside of both elements. Drag the mouse pointer and an expanding box will grow, as if you were drawing a box with dashes lines. Drag the mouse pointer so that the box surrounds a corner point of each element and release the mouse button. All elements with corner points inside the lasso will be selected.

Aligning Elements

With both elements selected choose the Align command from the Object menu. This will open a dialog box with six alignment directions. If the command is chosen when only one element is selected the element can be aligned with any page edge or centered on the page. If two or more elements are selected they will be aligned in relation to each other.



For example, if two unlocked elements are selected, and horizontal center alignment and vertical top edge alignment were selected, the two elements would be centered horizontally in relation to each other, and would share a common top edge. The top edge would be the average of their previous top edges.

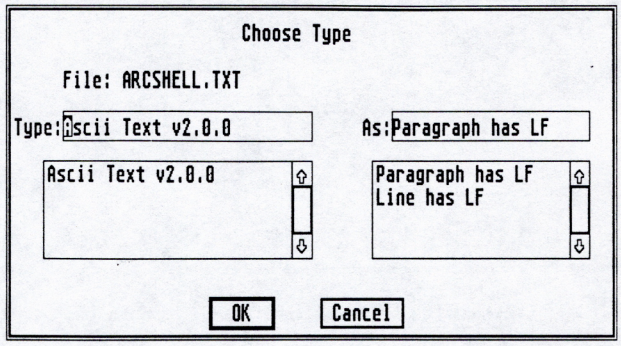
If one of the elements is locked the other element will be aligned to it. For this tutorial, the box is locked and the text object unlocked. Select the Align command from the Object menu while both elements are selected. Click the mouse pointer on horizontal and vertical center alignment. Select the OK button to close the dialog box. The box will not move but the text object will be centered on the box.

13. Importing Text

Now it is time to import text to fill the newsletter columns. Select the text tool and position the mouse cursor anywhere over the left column. Click the left mouse button and the text cursor will appear in the top left of the column ready to enter text. Select the Import text command from the File menu.

When the command is selected a file selector will open to select a file to import. The default disk path for text import is set with the Set/Save Paths command from the Global menu. Unless you have already changed it, the default for floppy disk users is the TEXT folder on the PAGESTREAM disk, while the default for hard drive users is the TEXT folder in the PGSTREAM directory. When the directory listing appears in the menu, (floppy users may be prompted to switch disks), select the Tutorial.text file from the available files. Click on OK to close the dialog box and to import the text.

After the file selector has closed the Import Text dialog box will open. This allows you to select what type of text to import and how it should be imported. TUTORIAL.TXT is a standard ASCII text file created by a text editor.



The Choose Type dialog box shows that the TUTORIAL.TXT file is to be imported, and lists Ascii Text v2.x (version number subject to change) in its left selector. This means that PageStream has checked the file and determined that it is in ASCII format. Click on Ascii Text v2.x to confirm that it should be imported with the ASCII import module. If the text had been in a word processor format, more than one selection might have been displayed.

When you click on the Ascii Text v2.x selection two choices will appear in the right selector: Paragraph has LF and Line has LF. ASCII text can be stored with line feeds at the end of each line or at the end of each paragraph. PageStream needs to know which format was used to create the file. Select the Paragraph has LF option with the mouse pointer. Click on the OK button to import the text.

❖ If you import text with the wrong option it will be formatted incorrectly in the document. Simply delete the text and import it with the other option to correct it.

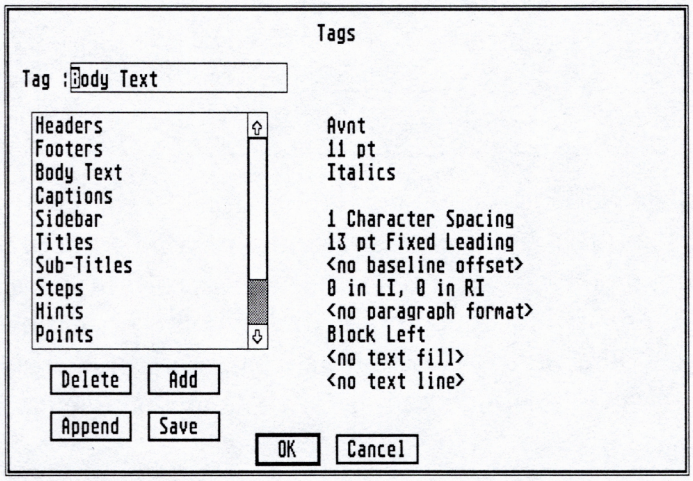
The text will be imported and will fill the left column. The text will then flow into the right column because the columns were linked when they were made with the Create Columns command. If you forgot to link them they can be manually linked with the Set Text Routing command. (See page 2.24 of the User Manual.)

The text will take on the default attributes at the current cursor position. The column is empty so the text will be formatted with the attributes in use when the columns were created. Unless you previously changed the program defaults, the text will be set in CS Triumvirate 12.

14. Tags and Text Attributes

The easiest way to format text in a long document such as a newsletter is with *tags*. Tags are collections of text attributes referred to by an assigned name which can be applied to selected bodies of text. It is common practice to create tags for the body text, titles, sub-titles, headers and footers of documents. Tags are usually used for documents with extensive text and for templates of commonly used documents.

To create a tag select the Tag command from the Text menu. The Tag dialog box will open. The dialog box lists the tags defined and has a list of all their attributes. The attribute list is also used to open the dialog boxes for individual text attributes such as typeface, size, formatting and color.



Text Attributes

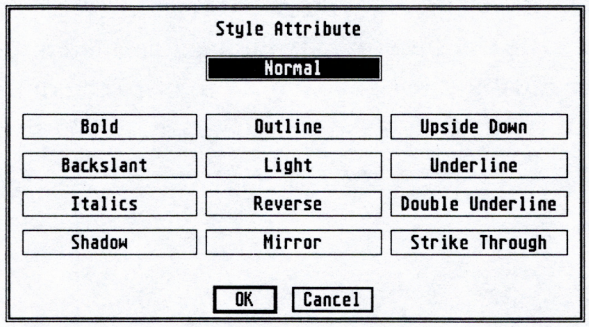
Text can have five attributes: typeface, style, size, formatting and effects. Typeface and style are often referred to as the font. Formatting encompasses indentation, justification, character spacing and leading. Effects used for text are color and fill style.

Creating Tags

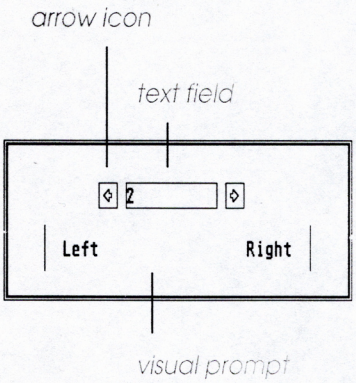
We need to create four tags for our newsletter: Body Text, SubHead, Drop Cap and Byline. To create the Body Text tag, type "Body Text" into the Tag: text field. Click on the <no font> selection in the attribute list. <no font> means that there is not a font specified for this tag. When you click on this the Fonts/ Points dialog box will open, just as if you had selected it from the menu.

Select CS Times from the typeface selector and 12 points from the size selector. Do not set the style in the Fonts/Points dialog box since the style is better set from the Tag dialog box. Click on the OK button to close the Fonts/Points dialog box and to return to the Tag dialog box.

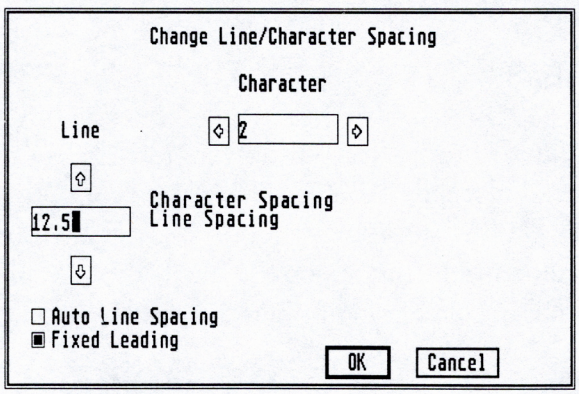
The attribute list in the Tag dialog box will be different now. It will show the typeface and size in the attribute list. (Clicking on the size selection will also open the Fonts/Points dialog box.) Click on the <no styles> selection in the attribute list. This will open a special dialog box to set the text style.



The Style Attribute dialog box is functionally equivalent to the Style menu. The styles are toggle commands: clicking on them once activates the style, clicking on them a second time turns them off. Styles are active when their buttons appear blackened in the dialog box. The Normal style button overrides the other styles. Clicking on it turns off any active style options. Select the Normal button and click on OK. The attribute list will be updated.



Next select the <no character spacing> or <no line spacing> sections. Both open the Line/Character Spacing dialog box. We want to have 0.01 ems of space between characters and 1 point between lines. There are three ways to change the settings in the dialog box: type the values into the text fields, pull the visual prompts to a new setting with the mouse pointer, or click on the arrow buttons with the mouse pointer until they reach the desired values.



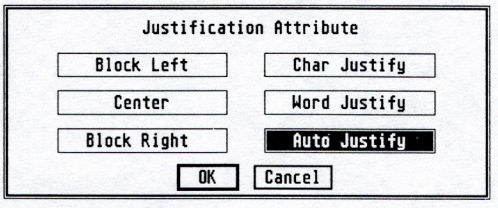
Click on the left arrow button with the mouse pointer. It will decrease the character spacing value by 0.01 ems. Character spacing is always measured in ems, which are a relative measure of type. Other measurement systems can be used but unit abbreviations must be included. For example, 0.001 in. would enter 1/1000th of an inch. The values shown in the dialog box are in hundreths of an em. To change the character spacing to 0.01 ems you would have to click on the arrow buttons to make the value read "1".

The right arrow button will increase the character spacing by 0.005 ems. The up and down arrow buttons will similarly change the line spacing by 0.5 points. Line spacing, like text size, is always measured in points. Other measurement units can be entered with abbreviations. Try changing the line and character spacing to 1 point and 0.01 ems with the arrow buttons.

When you clicked on the arrow buttons the Character Spacing and Line Spacing visual prompts appeared. Position the mouse pointer over the prompts and press and hold the left mouse button. Move the mouse and the prompts will follow the pointer on the screen. The line and character spacing values in the text fields will change at the same time. Try changing the line and character spacing to 1 point and 0.01 ems with the visual prompts. Alternatively, enter the values into the text fields using the keyboard.

You must also specify auto line spacing or fixed leading. Auto line spacing adds the line spacing value between lines of text. Fixed leading is the sum of the line spacing (leading) and the text size. 10 point text with 2 points auto leading takes up 12 points of space, so the fixed leading equivalent is 12 points. Fixed leading is used when you want to maintain constant line spacing regardless of the type size. Select Auto Line Spacing for this newsletter. When you have set all the values correctly, select OK to close the dialog box.

Choose the <no justification> selection. The Justification Attribute dialog box will open. This dialog box is functionally equivalent to the Justification commands from the Format menu. Select the Auto Justify button and click on OK. Auto Justify will make the text flush with the right margin by inserting small amounts of space between words and characters.



Now choose the <no text fill> selection and set the fill style to pattern 9 (solid) and the color to black. Select OK to accept these values.

You have now set all the values for the Body Text tag. Before you can use it you must add it to the list of available tags. Click the mouse pointer on the Add button to add the tag to the list.

There are three other tags needed to complete this newsletter. Set their attributes the same way you set the attributes for Body Text. Their attributes are:

❖ *The italicized attributes are the only ones which must be changed from the Body Text tag.*

Byline: CS Times, 12 points *italics*, 0.01 ems character spacing (enter 1), 1 point auto line spacing, solid, black.
SubHead: CS Triumvirate 12 points *bold*, 0.01 ems character spacing (enter 1), 1 point auto line spacing, solid, black.
Drop Cap: CS Triumvirate *52,58 point bold, no character/line spacing*, solid, black.

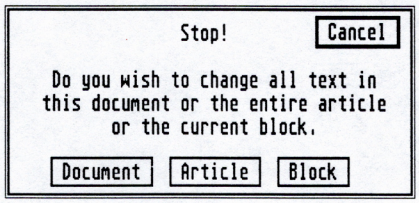
❖ *Tagged text may be untagged at any time by selecting it and choosing the Tag command. Clear the Tag: text field and click on OK. The text will be untagged.*

❖ Create the Byline tag immediately after the Body Text tag. Click on the Body Text tag name in the Tag: selector and then change the name in the text field to Byline. Change only the attributes which need to be changed. This is an easy way to quickly create new tags.

❖ The Drop Cap tag uses different horizontal and vertical point sizes. Type in 52,58 in the Point text field in the Fonts/Points dialog box to set this size.

Using Tags

When you have created all four tags and added them to the tag list, select the OK button to close the Tag dialog box. Now the tags can be applied to the imported text to format it quickly. Select the Pointer tool and select either column. Choose the Tag command from the Text menu. This time a dialog box will open asking you whether you want to change the document, article or block. Block refers to the selected column(s) and/or text object(s). Article refers to columns linked to selected text columns. Document refers to all text in the open document. (The article option will only be available if there are columns linked to a selected column.)



This time we would like to change the two columns so click on the Article button. The dialog box will close and the Tag dialog box will open. Select the Body Text tag you created earlier with the mouse pointer and click on OK. The dialog box will close and the text in both columns will be changed to the Body Text attributes.

Select the text tool from the toolbox. Highlight the line SubHead in the left column with the mouse cursor by dragging it over the text. Select the Tag command. The document/article/block dialog box will not open because PageStream knows exactly which text you want to change.

Click on the SubHead tag from the tag list and choose the OK button. The line of text will be reformatted with the SubHead attributes. Select the other SubHead line in the right column and tag it with SubHead as well. Now select the "By Mr. John Smith" text in the bottom of the right column. Change it to the Byline tag.

The text is now completely formatted except for the first letter of the text. The first letter will be a drop cap. Move the mouse cursor so that it is outside of the columns and other objects. Click the mouse cursor on the screen to create a new text object and type the letter "T". The text object will be formatted in the last set of attributes *picked up* by the cursor. When the text cursor is in a column it picks up the attributes in use in the column. The last text you placed the cursor in was tagged with Body Text, unless you placed the cursor in SubHead or Byline text after tagging it, so the text should be formatted with Body Text.

Select the Pointer tool. The text object should now be selected. Choose the Tag command from the Text menu. The document/block dialog box will open. You will not be given the article option because text objects cannot be linked together. Select the block option and the Tag dialog box will open. Choose the Drop Cap from the tag list and click on the OK button. The letter will increase in size and become CS Triumvirate Bold.

Move the drop cap to the top left of the column (1 inch, 2.5 inches) so that its top left corner is the same as that of the column. Now you must flow the text around the object. There are two ways to do this: use the Text Runaround command or indent the text.

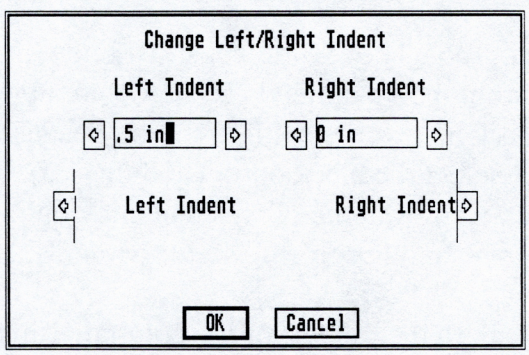
15. Element Depth

Elements are normally stacked on the page in the order they were created. If you had created the white title first and then drawn the black box, the box would have been stacked on top and the title would have been invisible. The order of elements in the stack can be changed with the Send to Back and Bring to Front commands.

With the drop cap text object still selected, select the Send to Back command from the Object menu. The drop cap will be moved behind the column, and will now be invisible. Text columns, unlike text objects, have opaque background fill styles and cover any elements lower in the stack.

Select the left column with the pointer tool. Choose the Fill Style command from the Object menu to open the dialog box you used to change the box color and fill pattern. This time choose the clear style (fill style 0) from the displayed styles. Style 0 is not surrounded by a box like the other styles and is shown in the top left corner with the word "Clear". Click on the word to select the style. A checkmark will be displayed beside it to show that it has been selected. Choose the OK button to close the dialog box. The column will now be clear and the drop cap will be visible.

Select the text tool and highlight the first three lines of text in the left column. Choose the Left/Right Indent command from the Format menu. This command opens a dialog box to set the amount of indentation from the left or right margins.



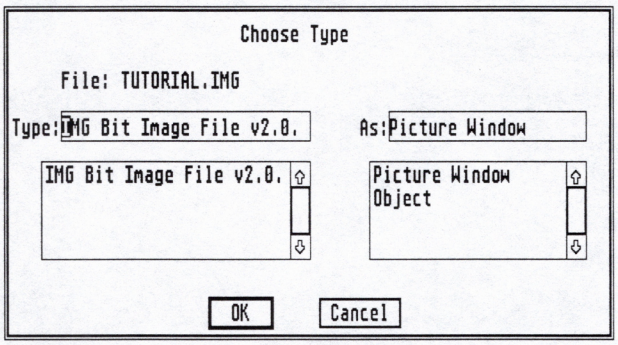
Drag the Left Indent visual prompt until it reads 0.5 inches, or enter the value into the text field. Click on OK. This will indent the first three lines of text. The text will now be too long for three lines and will wrap around to a fourth line. This provides sufficient space around the drop cap. Congratulations! You have just created a drop cap!

16. Importing Graphics

Ensure you turn Show Pictures from the View menu off before importing a picture. There will be a checkmark beside it when it is active. At full size it could take up to a minute to display a large bitmap picture on the screen at full size. After you have resized the picture then Show Pictures can be selected.

Now it's time for the final stage in creating this newsletter — importing a graphic element. Select the pointer tool from the toolbox. Choose the Import Graphics command from the File menu. When the command is selected a file selector will open to select a file to import. The default disk path for graphics import is set with the Set/Save Paths command from the Global menu. Unless you have already changed it, the default for floppy disk users is the GRAPHICS folder on the PAGESTREAM disk, while the default for hard drive users is the GRAPHICS folder in the PGSTREAM directory. When the directory listing appears in the menu, (floppy users may be prompted to switch disks), select the TUTORIAL.IMG file from the available files. Click on OK to close the dialog box and to import the picture.

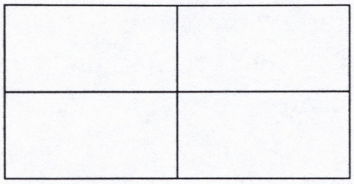
After the file selector has closed the Choose Type dialog box will open. This allows you to select what type of graphics to import and how it should be imported. TUTORIAL.IMG is a standard IMG bitmap file of a squirrel.



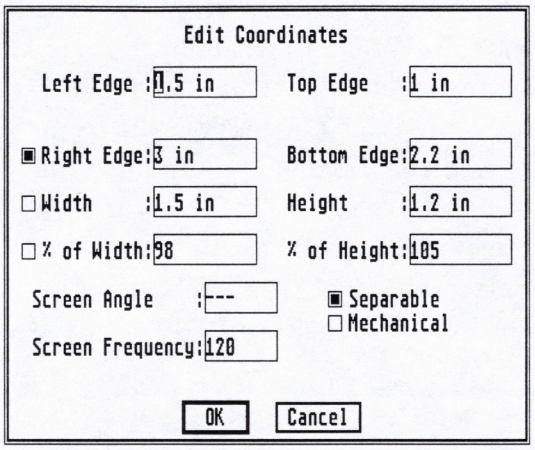
The Choose Type dialog box shows that the TUTORIAL.IMG file is to be imported, and lists IMG Bit Image File v2.x.x, (version number subject to change), in its left selector. This means that PageStream has checked the file and determined that it is in IMG bitmap format. Click on the IMG Bit Image File v2.x selection to confirm that it is an IMG picture and that it should be imported with the IMG import module.

When you click on the IMG Bit Image File v2.x selection two choices will appear in the right selector: Picture Window and Object. Select the Object option with the mouse pointer to import the picture directly into PageStream and click on the OK button. The mouse pointer will change to a picture frame icon after the dialog box closes. This shows where the upper left corner of the picture will be imported. Position the picture frame anywhere on the page and click the left mouse button to paste the picture onto the page.

17. Editing Coordinates



The picture will be shown as a box with a cross on it (if Show Pictures is toggled off). To reduce the size of the picture you can either resize it visually using the sizing squares or with the Edit Coordinates command to get an exact fit. The picture should still be selected after pasting it in so select the Edit Coordinates command from the Object menu. The Edit Coordinates dialog box will open.



Click the mouse pointer on the % of Width text field to put the cursor in it. Change the size from 100% to 57%. Press the return key or the down arrow key to move the cursor to the % of Height text field. Enter 57% in it as well. Click on OK to resize the picture.

The picture will not be visible on your page unless you have the Show Pictures toggle on. If the picture is shown as a rectangle with a cross on it the Show Pictures toggle is off. Select the Show Pictures command from the View menu to turn it on. A checkmark will be displayed next to it in the View menu when it is active.

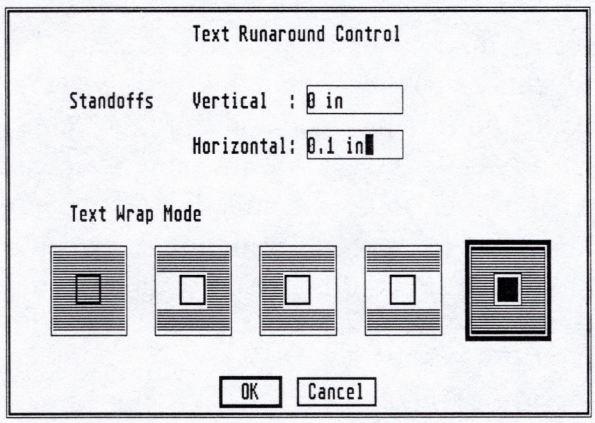
Select the box tool from the toolbox and draw a box in the same manner as you drew the rectangle surrounding the title. Select the pointer tool when you are done and choose the Edit Coordinates command. Change the left edge coordinate to 3 inches, the top edge to 5.25 inches, the right edge to 5.5 inches and the bottom edge to 7.25 inches. Click on OK when you are done. You do not need to enter the units when entering coordinates as long as the values are in the measurement system set with the Measuring System command. Inches is the default.

❖ *Remember to use the Esc key to clear a text field and the up/down arrow keys to move between them.*

The box will now be in the middle of the two columns. Lock it with the Lock command and select both the box and the picture. Remember to hold down a shift key to select both. Choose the Align command and select the horizontal and vertical center buttons. Click on OK to center the picture in the box.

18. Text Runaround

The text in the columns overwrites the graphics. To flow the text around the box select only the box with the mouse pointer. Choose the Text Runaround command from the Object menu. The Text Runaround Control dialog box will open. Change the horizontal standoff text field to read 0.1 inches.



There are five icons which represent different paths for text runaround. Click on the right one to set text flow in all directions around the box. Select the OK button to close the dialog box. The text columns will be redrawn so that the text flows around the box.

There is only one thing left to do to complete the newsletter. Draw another box and edit its coordinates to: left: 4 in, top: 5 in, right: 4.5 in, bottom: 7.5 in. This will put it in the center of the screen. Choose the Fill Style command and change it to solid (style 9) white. The lines will still be black because line color is independent of fill color. Choose the Line Style command and change it to white as well. The box will now blank out the line behind it. Unfortunately, it will also blank out part of the picture. If it was sent to the back of the stack it would be behind the line. While it is still selected select the line with the mouse pointer (hold down shift to select both). Send them both to the back with the Send to Back command. The relative order of the two elements will not have changed, but they will both be behind the picture.

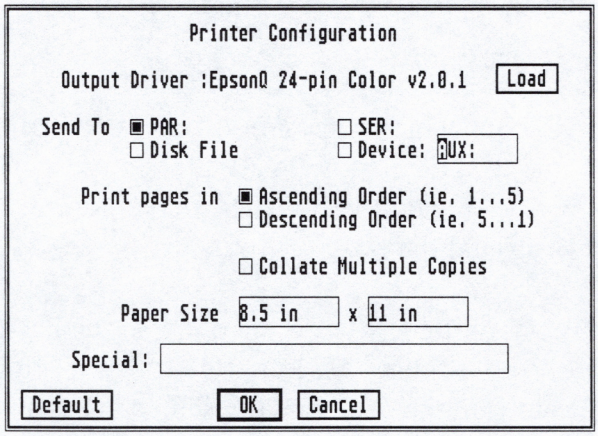
The newsletter is finished! If yours does not look like the one on page 16, check through this tutorial to ensure you have followed all the steps.

19. Saving a Document

Your newsletter is not yet named because you have not saved it to disk yet. Select the Save command from the File menu. A file selector will open. The default path is the DOCUMENT folder on the PAGESTREAM disk or the DOCUMENT folder in the PGSTREAM directory of your hard drive, depending on your setup. You can change the path to any other disk or folder. Enter the name "TUTORIAL" in the File text field. Click on the OK button to save the file to disk.

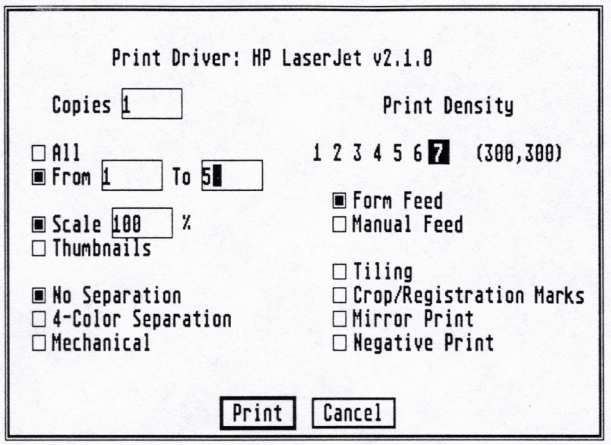
20. Printing a Document

Before you can print a document you must ensure that PageStream knows what type of printer you are using and how it is connected to your system. Select the Configure Printer command from the Global menu to open the Printer Configuration dialog box. If your printer's name is not shown at the top or if the type of printer yours is compatible with is not shown (see your printer reference manual for more information) then select the Load button. Choose a printer driver from the file selector and click on OK.



If your printer is connected to the parallel port (most dot matrix printers and some lasers), select PAR:. If your printer is connected to the serial port (some PostScript printers), select SER:. If you are using a printer attached to a network you must select the Device: option and enter the name of your printer or other device on the network.

Now you are ready to print. Select the Print command from the File menu. The Print dialog box will open allowing you to select a variety of options. The options allow you to select the page range to print, the printing scale, negatives, color separations etc... The defaults are satisfactory for printing



If your printer requires manually fed pages select the Manual Feed option from the dialog box. Ensure your printer is attached to your system and is on-line. Click on OK to print your document. PageStream will send the data to your printer and the newsletter will print. If you have limited memory and use a dot matrix or ink jet printer your page may be printed in more than one stage. PageStream creates the page in the computer for dot matrix, ink jet, Hewlett Packard and Atari laser printers so the page will not start printing right away. PageStream will display the following messages when printing your document:

PostScript Printers

- Sending Header: the PostScript header information is being sent.
- Sending Page: the page is being sent to the printer for printing.

Dot Matrix, Ink Jet, Hewlett Packard and Atari Laser Printers

- Creating Page: PageStream is creating the page prior to printing.
- Printing Page: the page is being sent to the printer for printing.

21. Summary

In this tutorial you have learned how to create a document, draw objects, move and size elements, enter text, format text with tags, import graphics and change element attributes such as fill style and color and how to use these to create an effective page. As well as learning how to use PageStream and its features, you also learned how to use these tools to efficiently create a common type of document. The techniques you used in this tutorial can be used for designing virtually every type of document. You should now be able to use PageStream to create your own documents. If you have any problems refer to the User Manual for more information on PageStream's many features.

Finishing Touches

Finishing Touches

In the previous tutorial you learned how to use the basic PageStream commands. In this tutorial you will learn how to use a few more commands and techniques. The skills learned in this tutorial will help you produce better pages more efficiently.

The aim of this tutorial is to produce an organizational chart for a company which shows the chain of command. This type of document is common in most firms and is usually produced by hand or with specialized PC software. The Atari lacks powerful forms software to create organization charts and other business documents, but PageStream can be used to quickly produce fast and professional forms.

1. Opening a Template

Load PageStream from the desktop. Select the Open command from the File menu. Stored in the DOCUMENT directory is a folder called TEMPLATE. Select the TUTORIAL.TEM file from this directory to open.

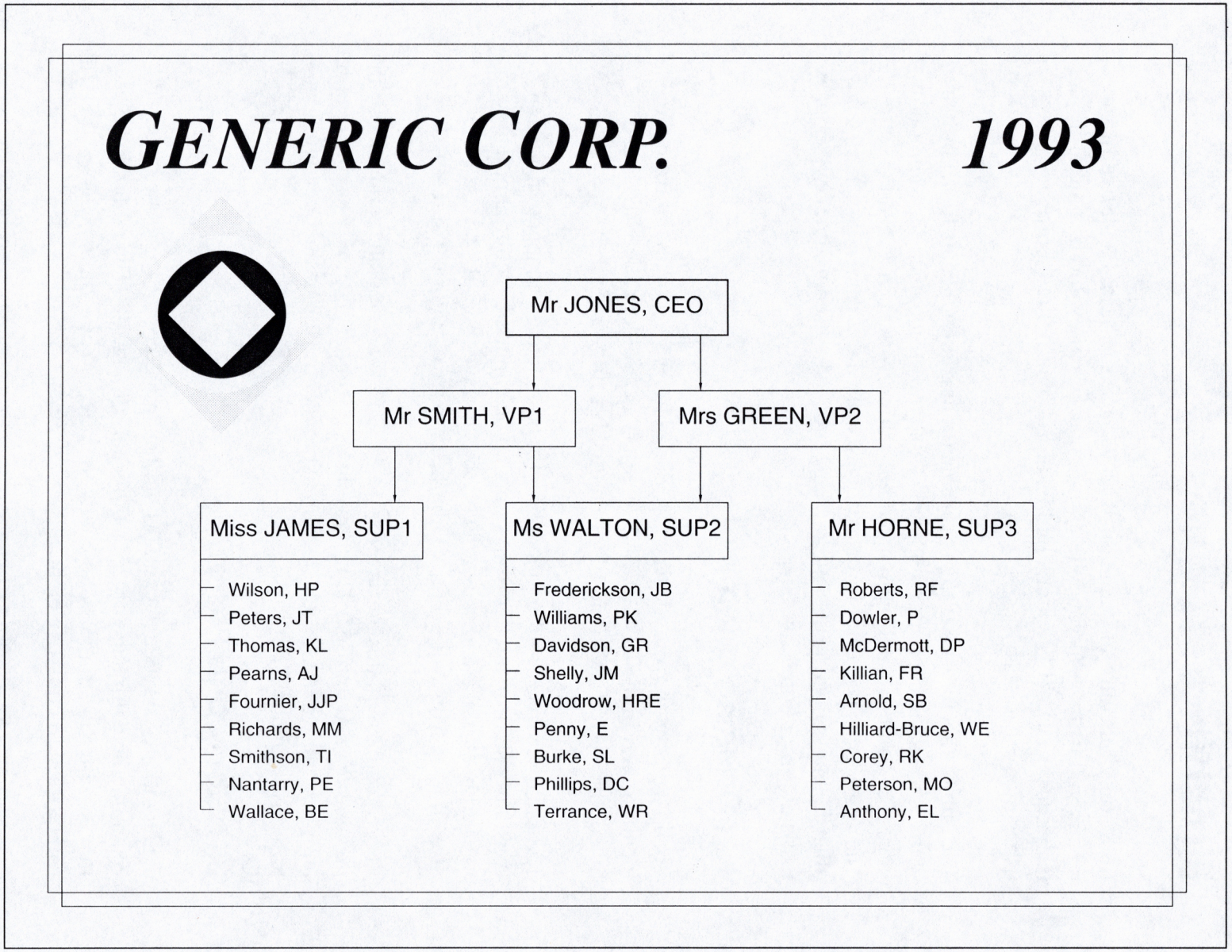
Templates are used as the foundation for complete documents. Instead of constantly starting a letter from scratch, you can load a letter template with your address block and standard columns to save time. If you use PageStream often you will eventually build an extensive library of templates.

PageStream templates are saved with the Save as Template command so that they are opened untitled. This prevents you from accidentally saving over the template file when you select Open. Note that the top of the open window now says "Untitled".

2. Copy and Paste

The template you loaded contains only a simple border for your document. Examine the completed organization chart of page 40. The remaining elements are fairly simple, but creating them would be tedious. Copy and Paste can be used to copy one element several times.

Draw a box 2 inches wide and 0.5 inches high. Use the Snap to Grid feature and Show Rulers commands taught in the *Basic Concepts* tutorial, or edit the coordinates of the box after you have drawn it.


GENERIC CORP.
1993
Mr JONES, CEO
Mr SMITH, VP1
Mrs GREEN, VP2
Miss JAMES, SUP1
Ms WALTON, SUP2
Mr HORNE, SUP3
Wilson, HP
Peters, JT
Thomas, KL
Pearns, AJ
Fournier, JJP
Richards, MM
Smithson, TI
Nantarry, PE
Wallace, BE
Frederickson, JB
Williams, PK
Davidson, GR
Shelly, JM
Woodrow, HRE
Penny, E
Burke, SL
Phillips, DC
Terrance, WR
Roberts, RF
Dowler, P
McDermott, DP
Killian, FR
Arnold, SB
Hilliard-Bruce, WE
Corey, RK
Peterson, MO
Anthony, EL

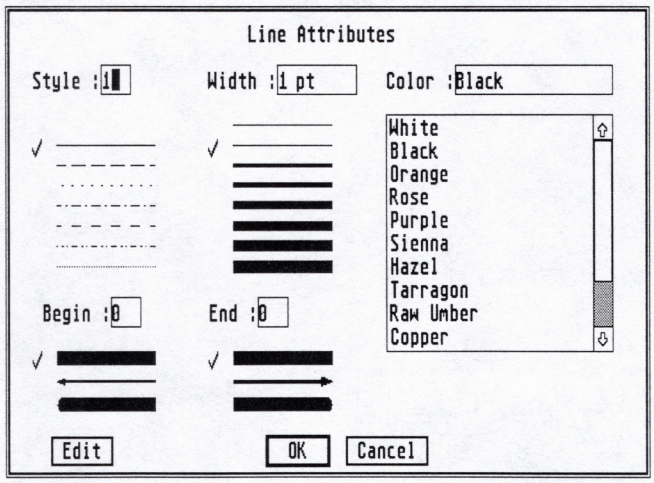
Select the Pointer tool. The box should now be selected. Choose the Copy command from the Edit menu to copy the box to the buffer. The buffer is an area of memory reserved for storing elements. Now select the Paste command from the Edit menu. The mouseform will change to a picture frame icon. Paste the copy of the box onto the page by clicking the left mouse button. Now you have two boxes.

Repeat Paste

You could continually reselect the Paste command, but there is an even faster way to paste elements repeatedly. Choose the Paste command twice in succession without clicking the mouse button to paste the object. Click the left mouse button to paste another box. The mouseform will remain a picture frame. The mouse will not change back to a pointer until you reselect the pointer tool. Continue pasting until you have six boxes.

3. Changing the Line Style

Arrange the boxes similarly to the tutorial example. The top box should have a thicker line weight to set it apart from the others. Select the Line Style command from the Object menu. This opens a dialog box to select the line style, weight and end styles.



Change the line width from 0.5 points to 1 point. You can type 1 point (enter "1 pt" into the line width text field or you can click on the line weight selection button below the current weight. The line with the checkmark to its left is the selected weight. Leave the remaining options at their default settings and click on the OK button.

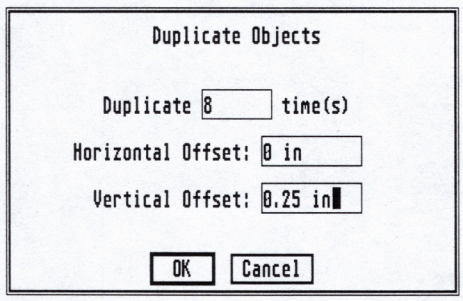
Draw lines with the X/Y Lines tool between the boxes to form the basis of an organization chart. Draw them all in the same direction (ie: from top to bottom or from bottom to top). This makes adding arrowheads to the lines easier.

If you drew the lines from top to bottom, change the line end style to an arrow shape. If you drew the lines from bottom to top, change the line beginning style to an arrow shape. After you have changed one of the line segments, select all the remaining lines at once with the mouse and shift key. Select the Line Style command and the correct arrow shape. They will all be changed at once.

4. Grouping and Duplicating Elements

Draw a vertical line 2.25 inches high with the X/Y Lines tool. Place its top at the bottom left corner of the left-most box. This will be used for the personnel lists at the bottom of the organization chart. Draw a horizontal line and place it 0.25 inches below the box so that its left edge touches the vertical line as in the finished organization chart on page 42. Use the Edit Coordinates command to narrow its length to 0.125 inches.

Drawing eight additional bars on the vertical line would be tedious. Simply select the pointer tool, and with the horizontal line still selected, choose the Duplicate command from the Object menu. This will open a dialog box to duplicate selected elements.



Change the values in the dialog box to 8 copies, with a 0 inch horizontal offset and 0.25 inches vertical offset. This will create 8 copies of the line spaced 0.25 inches apart — in effect, this will create the personnel bars automatically. Click on OK to close the dialog box and to duplicate the line.

You now have the left personnel bar created. It is just as easy to create two additional bars without starting from the beginning by using the Group and Paste commands.

Lasso the vertical line and horizontal bars with the mouse pointer to select all of them at once. Do not select the box at the top —try starting at the bottom left corner and dragging the mouse to the upper right corner. Lasso over the top bar but below the top of the vertical line to avoid lassoing the box. If you do lasso the box you can deselect it with the mouse by holding down shift and clicking on its outline.

Select the Group command from the Object menu when all the lines are selected. The individual size handles surrounding each line will disappear and will be replaced with a single set of size handles around the entire set of lines. The size handles are placed at their common edges. The lines can no longer be edited individually for they are now a logical group. They can be moved, resized with the mouse and rotated just like any single element, but only as a group.

Select the Copy command. The entire group will be copied to the buffer ready for pasting. Select Paste and click the mouse button at the bottom left corner of the next box. The line and bars will be pasted below it. Repeat these steps for the next box.

5. Drawing Columns

Select the column tool from the toolbox. The column tool is used to draw columns on the screen without having to specify margins as in the Create Columns dialog box. It allows you to quickly put a column anywhere on the screen.

Drawing a column is identical to drawing a box. Click the mouse cursor once which creates the top left corner and draw down to the right. Draw a box 1.75 inches wide by 2.75 inches high. Select the text tool and enter the names from the left column shown on page 40.

❖ You do not need to enter the names shown in this tutorial. Any text will do as long as you enter enough lines to understand the concepts.

6. Using Fixed Leading

Highlight the text with the mouse cursor when you are done. Select the Fonts/Points command from the Style menu and change the font to CS Triumvirate Normal 12 point. Click on OK to reformat the text. Then choose the Line/Character Spacing command from the Format menu.

The Line/Character Spacing dialog box is the same one which you opened when you selected it in the last tutorial from the Tag dialog box. Set the character spacing to 1 point and the line spacing to 18 point fixed leading.

If the column is not already positioned to the right of the personnel bars, move it there now by selecting the Pointer tool and dragging it with the mouse pointer. Place it so that the first bar lines up with the top line of text. The remaining lines of text are aligned with the bars because we set the text leading so that it matched the bar spacing.

The bar spacing is 0.25 inches and the leading is 18 points. There are 72 points in an inch. 0.25 x 72 = 18 points. If you cannot remember the relationship between points and inches, or if you are using an odd value which makes computing the leading difficult, simply enter the line spacing in inches with the PageStream abbreviation for inches. For example, if you needed line spacing of 0.43 inches for your document, simply enter "0.43" in the line spacing text field and select fixed leading.

Repeat the above steps to create columns for the middle and right columns for additional practice.

Select the pointer tool and select all of the boxes. Select the Lock command from the Object menu to lock them in place. Use the mouse cursor (select the text tool) to create text objects with names to place inside the boxes. After creating the first one highlight it with the mouse cursor and change its size to 15 points. Now click the mouse cursor in the middle of the text object to *pick up* its attributes. When you create the remaining text objects they will be set in 15 point CSTriumvirate.

Select the pointer tool and select one text object and its box. Choose the Align command and select the horizontal and vertical centering icons. The text object will be centered in the box. Repeat for the other text objects.

7. Resizing Text Objects

Now it is time to create the company title. Click the mouse cursor on the page at the top of the screen. Type in the text "GENERIC CORP." Now select the pointer tool and drag its bottom right size handle down to the right. Release the size handle. The text object will be resized just as a box would have been resized. The text in the text object will expand as well because the text object width is defined by the width of its text.

Select one of the text columns at the bottom of the screen. Drag its bottom right size handle down to the right. Release it and the column will be resized; the text will *not* be resized.

There is a fundamental difference between text objects and text columns. Text columns have defined right margins. When you resize them you change the right margin. The text inside them will be reformatted to fit, but will not be resized. Text objects do not have defined right margins. When you resize a text object, you resize the text itself.

8. Applied versus Designed Styles

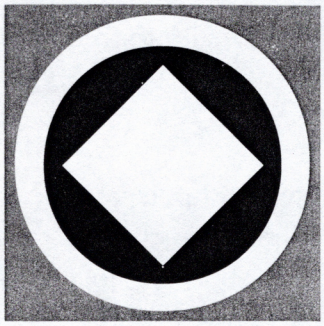
Select the text in the title by highlighting it with the mouse cursor and choose the Fonts/Points command. Change the text size to 48 points and the style to Bold. While the text is still highlighted, select the Italicized command from the Style menu.

The italics option was not listed in the Fonts/Points dialog box because the font was designed to be used in two styles only: normal and bold. These are called *designed* styles. PageStream lets you apply other styles to the existing designs. For example, PageStream can make any font bold, italicized, outlined, shadowed, underlined, or mirrored. These are called *applied* styles and are listed in the Style menu. When you select a Style menu command, PageStream will check the font to see if a designed style exist. For example, if you selected Italicize while CS Times Normal was in use, PageStream would automatically use CS Times Italics. If you selected Italicize while Colombia was in use, PageStream would have to *apply* a style to the normal version of the font because a specific italic design does not exist.

The first letter of each word in the title is larger than the others. To do this, simply highlight the first letter and change it to 55 points. The "1993" can be added in a separate text object or spaced over in the title text object.

9. Importing Object Drawings

Now it is time to import the company's logo and place it on the form. Select the Import Graphics command from the File menu. A file selector will open to the Graphics folder to select a file. Choose the TUTORIAL.GEM file. GEM is an object drawing format adopted by Atari as a standard for vector drawings and is suitable for saving work created in illustration programs.



After clicking on the OK button in the file selector the Import Graphics Choose Type dialog box will open. The left selector will present only one option: GEM Metafile v2.x.x. PageStream recognizes the file format automatically. The right selector also has only one option: Object. Vector drawings can only be imported directly into PageStream so the Picture Window option is not available.

Proportional Resizing Imported Graphics

Select OK to import the drawing. The mouseform will change to a picture frame to paste the drawing. If you simply paste the drawing by clicking the mouse button the drawing will be pasted at its original size of 2 inches x 2 inches. That is too large for this chart. Position the picture frame at the upper left corner of the area where you want to paste the drawing. Hold down the shift key and then press and hold the left mouse button. You can now move the mouse to resize the drawing. It will not be pasted until you release the mouse button. While you are still holding down the mouse button, release the shift key. Notice that you can now resize the drawing any amount in either direction by any amount. Press and hold the shift key again. The drawing outline will snap to a different size to maintain the aspect ratio (horizontal size versus the vertical size) at which it was created. When the drawing is about 1.5 inches x 1.5 inches, release the mouse button and then release the shift key.

Drawings are Grouped

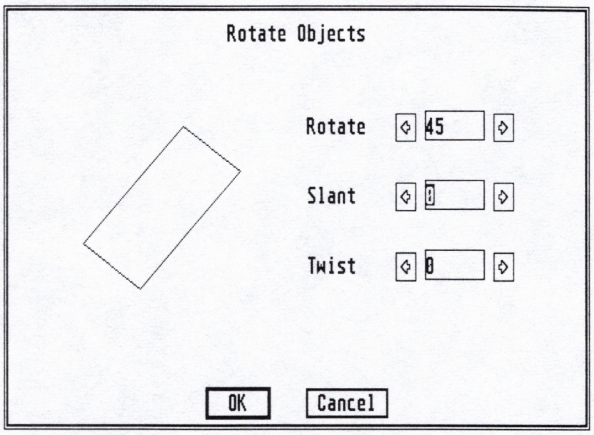
Ensure you have the pointer tool selected. Size handles will surround the drawing because the drawing will be the selected element. The drawing is actually made up of four components: the gray box, the white circle, the black circle and the white diamond. Object drawings imported into PageStream are always placed into a document as a group. Select the Ungroup command from the Object menu to split the drawing into its component parts.

Unselecting Elements

Size handles will now surround the four components. Click the mouse pointer anywhere on the screen where there are no elements. All the selected drawing parts will become unselected. Clicking on an unoccupied portion of the screen unselects all elements. Clicking on another part of the screen where there is an element will select that element and automatically unselect the currently selected element.

10. Rotating Elements

To finish the corporate logo we will rotate it 45°. Use the mouse pointer to lasso the four elements. Select the Rotate command from the Object menu. This will open the Rotate dialog box. This dialog box has three text fields with matching arrow buttons to rotate, slant and twist an element.



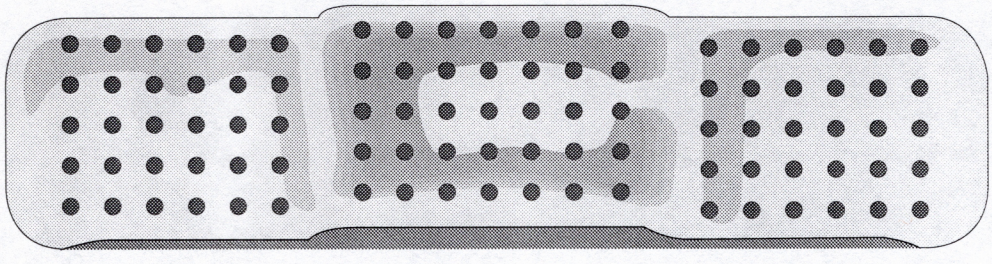
Change the Rotate text field to 45. Use the left arrow button to change the setting in increments of 5° or type the value into the text field. The box display will rotate as you change the number to reflect the current setting. When you have entered 45 choose the OK button to close the dialog box.

11. Review

The logo will be rotated 45°. Congratulations! You have just created a simple organization chart in PageStream. You should now know how to create a document, enter text and graphics, and manipulate them as elements. Most of PageStream's command should now be familiar to you. The others which have not been covered in these tutorials work in similar fashions. Refer to the User Manual for more information on those commands.

You should also have an appreciation for how to use PageStream's tools efficiently to quickly create a professional document. Read through the User Guide to learn more about PageStream and how to create the best pages possible.

TroubleShooting



TroubleShooting

Common Problems

This section is designed to help you with some problems you experience using PageStream. PageStream is a very simple program to use, given the number of features. You do not need to worry about configuring a font cache or storing fonts in specific folders — PageStream can configure itself to your hardware setup.

Problems develop when hardware is incorrectly setup or when PageStream is not configured correctly to match your hardware. The most common problems experienced with PageStream are with selecting printer drivers and adding fonts.

Experienced users occasionally face problems when they upgrade to a new version and do not have the time to read the new documentation. Many new features are added to each version of PageStream and sometimes existing features are changed.

If you have any problems using PageStream, consult this section first. If your problem is not listed here, or if the solutions suggested do not solve your problems, contact Soft-Logik technical support at: 314-894-0431 between 9am and 5pm Central time, Monday through Friday except for holidays. See the front inside cover page for information on the other customer support options Soft-Logik offers.

Printer Setup

PageStream says "Sending Page" or "Printing Page" but does not print a page.	• Ensure the printer is securely connected to the system. Is the printer online? • Choose the correct printer driver *and* port in the Configure Printer requester. Read your printer manual to find out what your printer is compatible with. • Try printing small, 1 font documents at low resolutions to ensure that it is not a low memory problem.
Color printer prints in black and white.	• Did you select the No Separation option in the Print requester? Do not select the 4 Color Separation or Mechanical Separation options with a color printer. • Are you using a color printer driver? For example, the Epson series drivers have the letter C in their names to indicate that they are color printers.
Wide carriage printer only prints 11 inches across.	• Are you using a driver with a W in its name? The W indicates a wide carriage printer driver. • Did you set the paper size with Configure Printer?
Printer does not print.	• Is the driver you are using exceeding the maximum resolution of your printer? Some dot matrix printer drivers are capable of 360 dpi but not all printers compatible with the driver can print at 360 dpi. Note that EpsonX is for a 9 pin Epson compatible printer, and EpsonQ is for a 24 pin Epson compatible printer. • Do you have enough memory in your laser printer? Hewlett-Packard and PostScript compatible printers require RAM to operate. Some HP compatible and PostScript printers do not have enough memory to print a full legal page, or even a letter sized page. They will print part of a page then eject the sheet. • Are you downloading too many fonts to your PostScript compatible printer? (Use auto-unload or page-unload, in the special line under Configure Printer) • Are you trying to print a legal size page on a HP type printer? Set the DIP switches on your printer correctly (if it has DIP switches) and use the legal size cartridge. See your printer manual for more information.
Prints only part of a page.	• Did you set the paper size with Configure Printer? • Has PageStream finished printing? • See "Do you have enough memory. . ." directly above

Text Features	
Compugraphic fonts do not display on screen.	• Are the FONTEQUIV.V2, FONTSS.v2 in the FONTS folder and added to the font manager? Is the PLUGIN.TYP file added in the font manager? • Are the Compugraphic font files added to the font paths in the font manager?
CS Times and CS Triumvirate fonts do not print correctly.	• Did you install PageStream 2 into a setup for a previous version of PageStream? If so, ensure that you do not have any of the old Tyme.FM or Helv.FM files in your font paths.
Times and Triumvirate do not print properly to PostScript printers.	• Do you have PSF files for CSTimes and CSTriumvirate installed? Is the FONTEQIV.V2 file in the FONTS folder?
Highlighted text does not change fonts when Fonts/Points selected.	• Is the text tagged? Tags prevent you from changing attributes manually. Either untag the text by choosing the Tag command, clearing the Tag name text gadget and choosing OK, or change the tag attributes. • Did you click the cursor in the column *after* selecting the new font? Clicking the mouse cursor in a column picks up the attributes at that point. So if you change fonts and click the mouse cursor at the spot you want to type, the font change will be lost. Put the cursor in the column first, then change the font. This applies to changing any text attribute.
Text object will not justify, block right or center properly. Paragraph formatting does not work on text object.	• Text objects cannot be justified because they do not have defined right margins. The justification attributes can be applied to text objects, but as you add text to the object the right margin changes so that remaining text must be constantly reformatted. Use the text columns when you need formatting other than block left or press Esc U to update the screen when formatting text objects.
Cannot enter text into text columns placed on master pages.	• Columns should not be placed on master pages unless you plan to enter the text onto the master page for display on every page. Page elements on the master page cannot be edited on an ordinary page. Create the columns on the ordinary pages.

Text Features	
Changing text color with the pointer tool selected results in changing the background color.	• Text color can only be changed by highlighting the text with the mouse cursor (select the text tool). Changing the fill color with the pointer tool changes the background color. This is also true for fill style.
Cannot place the cursor in a column or text object. Clicking the mouse cursor on a column or text object creates another new text object.	• Is the column or text object part of a group? Grouped elements cannot be edited in any way. Ungroup the group and then put the mouse cursor in the column or text object. • Is the column or text object locked? Locked elements cannot be edited in any way. Unlock the element and then put the mouse cursor in the column or text object.
Cannot type text.	• PageStream may be loading font data off of your d Check your drive busy light to see if PageStream is loading data.
When Batch Spell Checking, Batch Hyphenate, Edit Spelling Dictionary or Edit Hyphenation Exceptions is selected a "No Driver Loaded" message appears.	• No spelling/hyphenation driver was available when PageStream was loaded. Select the Set Hyphenation Rules command from the Global menu and choose the Load button. Load the "American" module or other language driver. Ensure that the spelling and/or hyphenation dictionary files are in the Spell folder.
Why do some special characters such as foreign language characters show on screen but not on paper? How do I know what characters are available in a font?	• If you are using a Compugraphic font and printing to a PostScript printer you will be using two sets of character data files. The character sets for the fonts are not identical, so the character may not exist in the PostScript font. • If you are using PD or improperly created PageStream format fonts, bitmap screen characters may have been created for characters which do not exist in the font outline file. • To check which characters are available in a font, print it with the FONTSPEC.TEM file in the TEMPLATE sub-folder in the DOCUMENT folder.
Text selected with pointer tool is shorter than the text it contains.	• The text is formatted with fixed leading which is less than the text point size. Change the leading to match the size or use Auto Line Spacing.

Graphic Features	
Cannot import a picture. After clicking on OK in the import module PageStream stops working.	• The picture file may be large. Some pictures such as TIFF, IFF and IMG are compressed formats. It may take time to process the file. If you have limited memory you may not be able to import large pictures. ie: If you have 200K free and import a 75K file it could expand to 300K, beyond the available memory. • Some graphic formats take time to uncompress. If you import a large bitmap picture with Show Pictures active, PageStream will need time to import the picture, uncompress it and display it.
Cannot import a picture. "Import Module not Available" is displayed.	• Is the graphic format supported by PageStream? If so, ensure that the correct import module is in the DRIVERS folder before you run PageStream. • Ensure that the path for DRIVERS in the Set/Save Paths dialog box is set to the correct folder.
Cannot edit the coordinates of an element.	• Is the element locked? Locked elements cannot be edited in any manner. They cannot be resized, moved or edited. Unlock the element and then select Edit Coordinates.
Cannot select element.	• Is the element grouped? Grouped elements cannot be individually selected. Ungroup and then select the element. • Is the element an unfilled box, circle, arc or polygon? Unfilled elements can only be selected on their perimeter. Click on the visible part of the element to select them. If the elements were filled they could be selected by clicking anywhere in their enclosed area. • Is the element stacked below other elements? Send the top element(s) to the back or use Control left mouse button to select the bottom element in a stack.
Cannot edit imported ProDraw, DR2D, Aegis or GEM object components.	• Imported object drawings are placed in PageStream as groups. Ungroup the object drawing to edit the components.
Mouse is not visible or cannot select tool.	• Did you accidentally press the Esc key? The Esc key is used for keyboard equivalents so PageStream may be waiting for you to finish the equivalent. Press the Esc key again to cancel the operation.

Misc. Features	
Macros do not work.	• Did you use backslashes? Forward slashes are not used for macro commands. • Were the macros written for Amiga PageStream? The Amiga version uses Right Amiga instead of the Alternate key. Change all instances of the & symbol to the @ symbol and check that the rest of the keyboard Alternate keyboard equivalents match.
An element changed to a color appears on screen as a different color.	• In what color mode did you run PageStream? Check the Edit Color Palette requester to see which screen color is *tagged* to the actual color. Use a higher color mode. • With only a few colors available, colors cannot be accurately represented on screen. The colors will print correctly. Check the Change Screen Colors command from the Global menu to see what screen colors are defined. Change these to better reflect the colors used in your document.
The contents of the Cut/Copy buffer were gone when Paste was selected.	• Did you select the Duplicate command? Duplicate shares the same buffer and will erase any previously cut or copied elements or text.
Moving a text object results in it jumping back to the right or left.	• You created the text object with the Left/Right Indent attribute set to something other than zero. PageStream will indent the text object the set amount from the position to which it is moved.
PageStream cannot find the spelling or hyphenation dictionaries even though the path in the Set/Save Paths requester is set properly.	• Are you using a PGSTREAM.INF file from a prior release of PageStream? The spelling and hyphenation dictionaries are now stored in the SPELL folder. The PGSTREAM.INF file from prior versions must be deleted before using the current version of PageStream.